

YOUTH SERVICES POLICY

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| Title: New Employee Survey Next Annual Review Date: | Type: A. Administrative Sub Type: 2. Personnel Number: A.2.34 |
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| References: YS Policy No. C.5.1 "Activity Reports/Unusual Occurrence Reports" | |
| STATUS: Approved | |
| Approved By: <i>Simon Gonsoulin</i> <i>Acting Assistant Secretary</i> | Date of Approval: 12/15/2004 |

1. AUTHORITY:

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

2. PURPOSE:

To establish Youth Services (YS) policy concerning a standardized process for collection of information from new employees relating to hiring and workplace practices for the purpose of identifying and addressing causes of turnover and implementing strategies to retain a professional, skilled and dedicated workforce.

3. APPLICABILITY:

Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Unit Heads, appropriate staff in all Human Resources offices, and all new employees of Youth Services. Each Unit Head shall ensure that all necessary procedures are in place to comply with the provisions of this policy.

4. DEFINITIONS:

Unit Head - Facility Directors, Probation and Parole Program Director and the Deputy Secretary/Assistant Secretary or designee for YS Central Office.

YS Central Office - Offices of the Deputy Secretary, Undersecretary of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff.

5. POLICY:

It is the Deputy Secretary/Assistant Secretary's policy that all full-time employees complete "The 60 Day New Employee Survey" between their 60th and 75th day (calendar days) of employment with YS.

6. PROCEDURES:

A. Survey Distribution and Collection

1. The Unit Human Resources Office will monitor each new employee's service time and give the new employee the survey to complete between his 60th and 75th day of employment. The survey will include a pre-addressed, stamped envelope addressed to:

Assistant Secretary
Office of Youth Development
P. O. Box 94304, Capitol Station
Baton Rouge, LA 70804-9304

2. The employees' responses to the survey are confidential and will not be disseminated except in the form of a report containing responses of other new employees. The report will not reference any employee names.
3. Upon receipt in the Assistant Secretary's Office, the information contained in the survey will be entered into the appropriate database by designated staff.

B. Reports

1. Reporting will be included in YS Policy No. C.5.1, which is pending revision.
2. Until this policy is finalized, reports related to retention of new employees will be compiled and distributed by designated staff in the YS Central Office.

7. IMPLEMENTATION DATE: December 15, 2004

Previous Regulation/Policy Number: YS Policy No. A.2.34

Previous Effective Date: Approved 10/22/04 for Implementation on 12/15/04



Attachments/References: A.2.34 (a) New Employee Survey.pdf